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TO : Director of Training

DATE: 15 September 1960

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #37

1. Handbook for Training Interpreters

DTR may be interested in knowing that [redacted] and [redacted] both prospective instructors [redacted] contributed to the proposed guide for "the use of interpreters in training." Each has had extensive experience as both instructor and interpreter in training and operational situations. Each is fluent in French.

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2. [redacted]

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PPS would like to join in the general commendation and expression of appreciation for services of [redacted]. He has at all times been most cooperative and helpful, and has contributed significantly to PPS' efforts. It has been a real pleasure to work with him.

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3. IG Training Survey

PPS feels it cannot proceed very effectively with its indicated action in reply to the IG Survey until the survey report itself has been received and studied. A list of suggested, new "designations"

[redacted] has been submitted to DTR, with [redacted]

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[redacted] PPS has asked MMPD to inform OTR of the findings of the special committee on Reserve training. There has been no reply, as of 12 September 1960. PPS plans to assign to [redacted]

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the task of monitoring State's Foreign Service training and career development programs, and will have him follow up on [redacted]

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earlier contacts.

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4. Suggestion Awards; "How to Meet the Critic"

On 13 September, [redacted] consulted with R/TR concerning OTR action to implement recommendations made on 29/30 June 1959 for introduction of "How to Meet the Critic" material into OTR training

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and orientation courses and for distribution of a USIS publication on this subject. Her object was to publicize the Suggestion Awards program by citing these recommendations (and action) which had stemmed from three, similar employee suggestions. Upon looking into the matter further, C/PPS and [redacted], R/TR, agreed that this publicity might be ill-timed since the OTR implementation is not yet complete. Therefore, C/PPS asked [redacted] to delay her proposed publicity article in the Support Bulletin for one month. We will then have more complete and positive information for her to publish. As you know,

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(a) Meet-the-Critic material is no longer included in the abbreviated IOC.

(b) It is included, but not now strongly emphasized, in the IOE or in the short "EOE" in JOT Orientation. C/LAS, however, is working on improved material for both IOE and EOE.

(c) A proposed, optional additional day for the Dependent Briefing, to study "How to Meet the Critic," is not offered.

(d) This subject is only lightly touched on, if at all, in the AAO series. The USIS publication, if current, could be obtained and used. If not current or available, then LAS could adapt IOE material for this purpose. PPS will work with LAS on this.

It is and will be, in both IOE and AAO.

Finally, we will be discussing with [redacted] the possibility of reintroducing the "American Heritage" into the JOT Orientation... and when we have all these ideas buttoned up, PPS will give the word to [redacted] for her article in the Support Bulletin.

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5. Educational Specialist

17 < [redacted] spent 12-14 September at the Army Command and General Staff College, Fort Leavenworth. He is preparing a more detailed report of his trip.

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On 13-14 September, [redacted] observed two instructors [redacted] using an interpreter at [redacted]. The four [redacted] speaking trainees received instruction in Communist Doctrine and the Party Structure. Observation of these two

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sessions afforded [] additional background for the preparation of his paper on using interpreters for training purposes.

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6. Personnel

[] returned on 12 September from two weeks' annual leave.

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[] plans to take annual leave in late November. He will be in the Washington area during the Christmas holidays.

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[] will probably not report to OTR until Monday, 26 September. He will, however, attend the Support Conference at [] behalf of PPS.

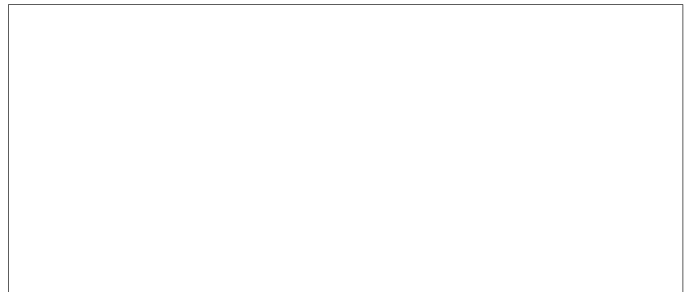
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7. WH/4

The biweekly WH/4-DD/P meeting produced no indications of new training support requirements.

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